

## Steps for Importing Goods and Services Statement Details

An import facility has been provided for tax payers having obligation to file Goods and Services Statement on a yearly basis.

**Important Note:- Users will now have the possibility to upload their csv file at one go.**

**In case csv file contains many details, users will not have to break their csv files into several smaller smaller files.**

Steps for the Import of Goods and Services Statement are described below:-

1. User clicks on application under Utilities → Import Goods and Services Statement Details



2. System then display form below. User is requested to provide details such as

- a. Company Name
- b. Income Year for which statement is being filed
- c. Email address to which mail notification is to be sent
- d. Capacity in which acting
- e. Name of file to upload

## Goods and Services Statement Details

Goods and Services Statement Details	
Company Name	TEST COMPANY LTD -- Tan No: 27052388 -- Brn No: C10099189
Income Year	Year of Assessment 2018-2019 -- Year: 2018
Your email	test@mns.mu
Capacity in which acting	FINANCIAL CONTROLLER
File Name	<input type="button" value="Browse..."/> SampleGDS_NoErrors.csv
<input type="button" value="Import"/> <input type="button" value="Exit"/>	

3. A list of values is provided for user to select the Company Name for which Goods and Services Statement is to be filed.

Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
<h2 style="margin: 0;">Goods and Services Statement Details</h2>					
<b>Goods and Services Statement Details</b>					
Company Name	<div style="border: 1px solid #ccc; padding: 2px;"> None <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> None  <b>TEST COMPANY LTD -- Tan No: 27154111 -- Brn No: n02</b>  TEST BANK CO LTD FOR MRA -- Tan No: 34535345 -- Brn No: </div> </div>				
Income Year					
Your email					
Capacity in which acting					
File Name	<input type="button" value="Browse..."/> No file selected.				
Append csv details to existing records (Y/N)?	<input checked="" type="checkbox"/>				
<input type="button" value="Import"/> <input type="button" value="Exit"/>					

4. A list of values is provided for user to select the tax period for which statement is being created.

### Goods and Services Statement Details

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Goods and Services Statement Details	
Company Name	TEST COMPANY LTD -- Tan No: 27052388 -- Brn No: C10099189
Income Year	Year of Assessment 2018-2019 -- Year: 2018
Your email	None
Capacity in which acting	Year of Assessment 2017-2018 -- Year: 2017
File Name	Year of Assessment 2018-2019 -- Year: 2018
<input type="button" value="Import"/> <input type="button" value="Exit"/>	

5. All import notifications (Successful and unsuccessful import) are sent via mail. User is hence required to specify an email address.

Note:- System will display user’s email address by default if an email address has been provided on user’s Registration and can be overwritten if necessary.

6. User has to click on the Browse button to specify which file is to be imported.

7. On clicking on the **Import** button, if the file is successfully uploaded, the following screen will be displayed.

Messaging
Communication
Utilities
Code Maintenance
Report
Password Management

### Goods and Services Statement Details

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Goods and Services Statement Details	
Company Name	TEST COMPANY LTD -- Tan No: 27154111 -- Brn No: n02
Income Year	Income Year ending on 30 June 2016
Your email	mnstest@mns.mu
Capacity in which acting	FINANCIAL CONTROLLER
File Name	<input type="button" value="Browse..."/> NewLCSgood.csv
Append csv details to existing records (Y/N)?	<input checked="" type="checkbox"/>
<input type="button" value="Import"/> <input type="button" value="Exit"/>	

File has successfully been transmitted. An email notification will be received after file has been read and validated.

A mail will be sent to the email address provided the file has been parsed successfully.

9. User can view upload status of their files un Communications/View Goods and Services File Upload Status

View Goods and Services Statement File Upload Status	
Income Year :	None ▼
<input type="button" value="View"/> <input type="button" value="Exit"/>	

10. User will have to select Income Year.

View Goods and Services Statement File Upload Status	
Income Year :	2016 ▼
<input type="button" value="View"/> <input type="button" value="Exit"/>	

11. User will have to click on View button to view details.

View Goods and Services Statement File Upload Status					
Income Year :	None ▼				
Income Year	File Name	Date Uploaded	Status	User ID	Subscriber Name
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR3	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR1	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR3	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR3	CNP TEST Account for MRA
2016	test43.csv	15/04/2016 00:00:00	Pending	MRATESTUSR3	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR1	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR1	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR1	CNP TEST Account for MRA
2016	test43.csv	15/04/2016 00:00:00	Pending	MRATESTUSR3	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR1	CNP TEST Account for MRA
2016	test42.csv	15/04/2016 00:00:00	Pending	MRATESTUSR1	CNP TEST Account for MRA
<input type="button" value="View"/> <input type="button" value="Exit"/>					

### **Successful Email sample.**

If the csv file has been successfully parsed and no errors were found, then user will receive the following email. Return will have to be retrieved and then submitted to MRA.

**Results for file GDS\_COMPF\_Good.csv**

Import of file GDS\_COMPF\_Good.csv with respect to Goods and Services for GS TEST COMPANY F has been successfully imported.

No. of lines imported : 3

You can retrieve your return at <https://cnpmns.mu> for submission to the MRA.

Job Number is 2018073100007MNSTESTCO

This is an auto-generated email, do not reply.

### **Unsuccessful Email sample**

If errors are found in the csv file, email below will be sent to the user. User can view errors under Report/Error Log

**Results for file GDS\_COMPF\_Good.csv**

Anomalies found when importing file GDS\_COMPF\_Good.csv with respect to Goods and Services for GS TEST COMPANY F.

Errors can be viewed at <https://cnpmns.mu>.

This is an auto-generated email, do not reply.

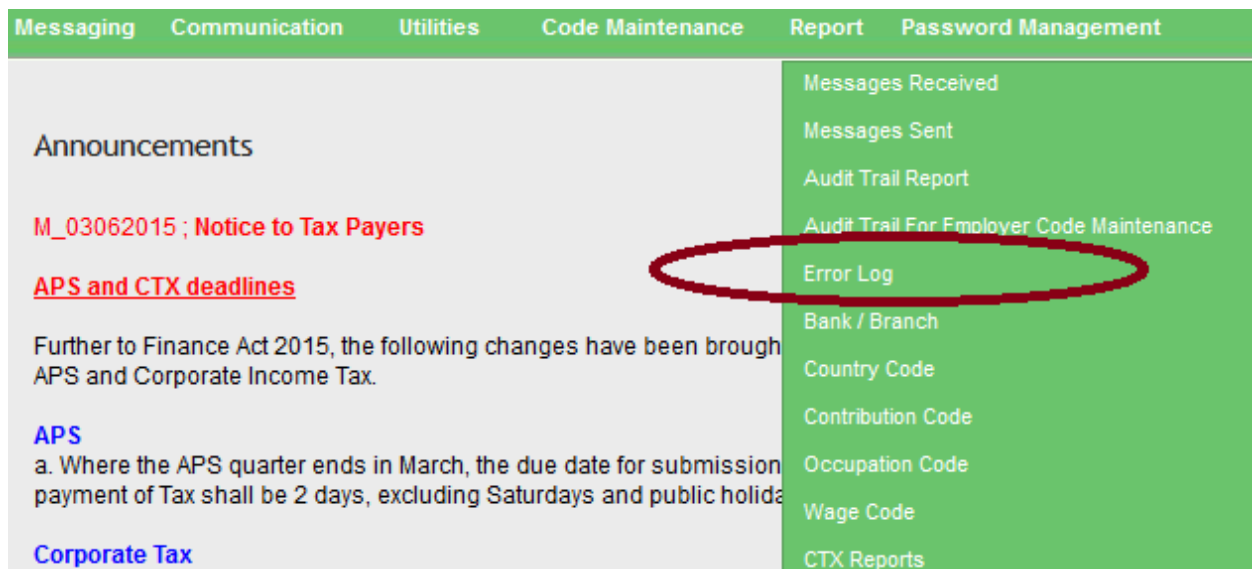
9. System will display the following error if the system has not been able to load the csv file successfully.

In such cases, user will have to contact MNS helpdesk or Customer service department 401-6805 or 401-6825 respectively.



The screenshot shows a dialog box for importing a CSV file. The 'File Name' field contains 'LCSSample\_2015.csv' and a 'Browse...' button. The 'Append csv details to existing records (Y/N)?' checkbox is checked. At the bottom are 'Import' and 'Exit' buttons. Below the dialog box, a red error message is displayed: 'Error uploading file. Reason: java.io.FileNotFoundException: /cnp/lcs/127000000001201603291450292476\_LC\$SampleNoError.csv (No such file or directory)'

10. To view the errors, user should click on Error Log under Report.



The screenshot shows a navigation menu with the following items: Messaging, Communication, Utilities, Code Maintenance, Report, and Password Management. The 'Report' menu is expanded, showing a list of options: Messages Received, Messages Sent, Audit Trail Report, Audit Trail For Employer Code Maintenance, Error Log (circled in red), Bank / Branch, Country Code, Contribution Code, Occupation Code, Wage Code, and CTX Reports.

11. A list of files uploaded will be displayed as below. User will have to select the file which he uploaded and click on Preview button to view Errors.

Error Log		
	Source Files	Error Date
<input type="radio"/>	INNODISALL.csv	13/01/2016
<input type="radio"/>	VAT201405.CSV	15/07/2015
<input type="radio"/>	CNP615f.csv	09/07/2015
<input type="radio"/>	TESTTDS20.CSV	02/04/2015
<input type="radio"/>	original.csv	18/03/2016

12. Error log report is as follows:-

MNS Test Company Ltd

**Error Log**

Date/Time: 01/08/2018 08:33:11 AM  
 Time: 08:33:11 AM  
 Page: 1  
 Report Id: ErrorLogReport.jsp

Source File Name: GDS\_COMPF\_Err.csv      Date Imported: 31/07/2018

Error No.	Error Description
1	Line 3 - The income year in CSV file (2018) does not match that selected in form (2017).
2	Line 3 - The income year in CSV file (2018) does not match that selected in form (2017).
3	Line 5 - The supplier name has not been provided.
4	Line 5 - The supplier name has not been provided.
5	Line 7 - BRN (I07017378) is not valid. Tax period supplied : 20180101
6	Line 7 - BRN (I07017378) is not valid. Tax period supplied : 20180101
7	Line 8 - Please enter either the supplier's NIC or the supplier's BRN number or both.
8	Line 8 - The invoice amount exclusive of VAT should be numeric and the maximum allowed is of 20 digits.
9	Line 8 - The invoice amount exclusive of VAT has not been provided.
10	Line 8 - Please enter either the supplier's NIC or the supplier's BRN number or both.
11	Line 8 - The invoice amount exclusive of VAT has not been provided.
12	Line 8 - The invoice amount exclusive of VAT should be numeric and the maximum allowed is of 20 digits.
13	Line 8 - The goods description has not been provided.
14	Line 8 - The goods description has not been provided.

**\* End of Report \***

13. User clicks on the Exit button to go back to previous menu.